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1 May 1970

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Records Program Assistance to the
Deputy Director for Intelligence

1. The emphasis of the assistance to the DDI continues to be the development of an overall records management program. The scope of these program needs can only be suggested by the complexity of the Intelligence Directorate and the massive volumes of documents processed by the Directorate. The initial approach to a determination of these volumes continues to be the DDI inventory. The inventory and conversion of the data for automated processing is progressing.

2. The revised Central Reference Service records control schedule is undergoing analysis preliminary to submission for final CIA Records Administration Officer approval. The more prevalent feature of this revised schedule is the reduction of items from the former schedule to gain the advantage of a more generalized schedule with its concomitant flexibility through standardized records series and retention periods. This revised schedule is viewed as a significant improvement over the previous schedule through this approach of retrenchment into a more manageable and management information oriented document. One of the aspects of analysis is the application and notation of the National Archives and Records Service General Records Schedules.

3. The movement of the records of the extinct DDS&T Special Intelligence Staff to the Archives and Records Center continues. A total of 62 cubic feet of these records have already been retired. The project is moving somewhat slower at this point because of the analysis of the remaining records for those of continuing interest and pertinence to the functions of DDI/IRS/SIGINT. All records retained by SIGINT are being designated as belonging to SPINT, and those records considered basic to SIGINT are to be reproduced. These documents are also being identified with the respective series so that the integrity of the series and the SPINT records will be maintained. The undersigned is the project officer for the movement of these records to the Archives and Records Center, and works closely with SIGINT personnel to maintain control. The undersigned assisted in the preliminary evaluation of these records and physically assisted in the preparation of the majority of the records, their placement in Center boxes, and the movement of these records to the Center. The undersigned also is preparing the shelf list covering these records. Had not the DDS&T/RMO, the DDI/RMO, and DDI/IRS/RMO, and the SIGINT personnel taken a direct interest in the preservation of these records, documentation of the SPINT Staff may have been lost as a records entity.

4. Assistance has been provided the COMIREX Records Management Officer in the development of a revised COMIREX records control schedule, as well as the inventory of COMIREX records.

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25X1 5. On 10 April 1970, a meeting was held in FBIS's office, Key Building. Present at the meeting were three FBIS people: [redacted]

[redacted] and the undersigned. The meeting was concerned with the feasibility of substituting microfilm for the hard copy of the FBIS Daily Bulletin which is deposited currently in the Archives. At present, this volume is 67 cubic feet. Under the present system, the CIA Library microfilms the FBIS Daily at three-month intervals, destroys the hard copy, and disseminates the film rolls as follows:

1 copy retained in Library from which hard copy is made to service additional requests from customers.

1 copy to FBIS.

1 copy to A&RC.

1 copy to USIA (deposited in USIA Library, used to service USIA requestors).

1 copy to NSA (have not checked this usage).

25X1 [redacted] objected strenuously to substituting microfilm for hard copy. He stated that his analysts could work only with hard copy because of the rush nature of providing specific copies to satisfy the always-urgent needs of high-level requestors, including the White House. He further stated that from an historical viewpoint, the Daily was an example of perfection in a fact-recording medium, and should be preserved intact in its original form. He resisted all arguments, many and varied.

6. The DDI/RMO continues in his pursuit of reduction of the DDI records in the Archives and Records Center, as shown above. Final action on the above effort is pending.

7. The development of an integrated records management program within the DDI is a massive project. Nevertheless, definite movement can be perceived. The DDI/RMO has shown an intense interest in the DDI records problem and is exerting every effort toward its improvement. He has excellent rapport with the other DDI records management officers. The potential for the development of a DDI program is promising. The limitations are those inherent to the time and efforts of one individual at the DDI level, and part-time records officers in the DDI Offices.



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